

CHAPTER 6

ACCOUNTING PROCEDURESSection 601. Introduction to Bureau Accounting Procedures.

- .01 Purpose. The purpose of this chapter is to explain in general terms how the accounting information is accumulated, classified, and summarized so that it will be reflected in the accounting records in an orderly manner. The action to be taken in recording a transaction consists of (1) journalizing the transaction, i.e., analyzing the document to determine the account to which it is to be posted; and (2) actual posting. The records involved in the first process are the original documents or source information supporting the transaction, while those involved in the second process are the books of original entry and ledgers. The ledgers are explained in Section 502 of Chapter 5 of this Part. The documents and books of original entry are described in this Section.
- .02 Original Documents. Each step in the accounting process requires the use of documents and books. The recording of accounting transactions really begins at the time the transactions take place. Document forms, either Bureau or Standard Forms, have been designed so that they will give the necessary information regarding the transaction in order that they can be utilized as the media for making entries. For example, vendors' invoices and related receiving reports form a basis for entering the liability in the Accrued Expenditures Register, and, if unpaid, represent the accounts payable. The completion reports constitute the basis for transferring finished work orders to the Plant in Service accounts, recorded by means of a Journal Voucher, Standard Form 1017-G. The documents indicate the date of the transactions and carry the approval or citation of any authority required, and the amounts involved.
- A. Documentation of transactions authenticates the entries and provides additional information which cannot conveniently be recorded in the journals and ledgers but to which reference may be made and from which additional information may be compiled as required. Documents involving outside parties and other activities provide objective evidence as to the genuineness and correctness of the transactions. Approval of these transactions places responsibility and accountability for the transactions. Preparation, approval, and recording of each document by two or more persons establishes control over the transaction. Source documents are essential to both internal and external post audit of the records and accounts.

JUL 10 1952

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VOL IV
PART IIADMINISTRATION
BUDGET AND FINANCE

CHAPTER 6

ACCOUNTING PROCEDURES

Section
601.03

- B. The forms are designed to serve a useful purpose in the procedure as well as to accomplish other objectives and controls which are necessary. The original documents, properly approved, and the instructions regarding the flow of such documents provide a degree of internal control. For example, an Allotment Advice received serves not only as the basis for an entry in the records but also as an authorization to incur obligations within a specific amount. An approved Purchase Order carries with it not only the authority to purchase but also an indication that funds are available to pay for the items to be received. A Work Order, in addition to authorizing the Finance Officer to establish a Cost Account, authorizes work to be performed as stated in the order which is in accordance with an approved program. The Work Order also contains the account classification which will be used on all documents subsequently issued in accomplishing the work under the order.
- C. After documents are received by the Finance Office from offices, units, or other organizations within the Bureau they must be analyzed to determine what accounts are affected by the transactions. This is an important function of the Finance Office. Many of the documents will refer to previously issued documents which relate to the transaction and may contain information as to the accounts involved. Where transactions affect work orders, a reference to the order will disclose the accounting classification. In a great many cases the journalizing will be based on the application of the definitions of the accounts. Pro Forma Entries are included which show the accounts involved for the more common types of transactions.
- D. Postings will be made to the ledgers or registers from the original documents. Certain documents such as Allotment Advices, Transfers of Funds, and Schedules of Collections will be posted individually. Others, such as Stores Issues, will be posted in summary, while other documents will be entered individually in the books of original entry for posting to the General Ledger. The greater the degree of summarization of data for posting, the more economical will be the accounting process.

.03 Books of Original Entry. In the books of original entry special columns are provided in which sums are accumulated for a period of time, usually a month, for posting to the General Ledger accounts. The books of original entry are self-balancing; that is, the debits equal the credits when totaled for posting to the General Ledger. The subsidiary accounts are posted independently and in detail from the individual documents. A listing of basic books of original entry prescribed for use by the Bureau and a general discussion of each follows:

JUL 10 1952

- A. Accrued Expenditure Register, Forms 5-1018, 5-1019, and 5-1020. These forms are designed to record the liabilities as they accrue. So far as cost and property accounts are concerned this record is the most important book of original entry. Through the registers, values of goods, services, and property are recorded and the actual liability taken into the accounts. All transactions involving the expenditure of appropriated funds and adjustments in the nature of refunds are entered in this book. These register classifications are summarized and posted to the General Ledger accounts.

Although the use of the Accrued Expenditure Registers and the method of posting of documents are described in Allotment Accounting Procedures, an explanation of how documents may be classified, summarized, and posted is given under the description of this register. This explanation is given in order to illustrate the principles involved in connection with journalizing transactions. Documents, such as Receiving Reports, involving partial deliveries, or others for a supplier or contractor which are expected to result in a single payment, should be grouped and entered in this register as one liability for the month. No voucher should be entered until approval has been obtained from the proper officials, where necessary, or evidence of receipt of service or goods has been obtained. The amounts for the accrued expenditures in the Allotment Ledger are identical with the amounts entered in the Accrued Expenditure Register as credits to accounts payable. When the amount is posted to the Allotment Ledger, all documents issued previously, such as Purchase Orders, will be associated with the liability or accounts payable established in this register. Each liability established should show both the principal control account and subsidiary accounts, if affected, and the amount to be charged to each account. Documents posted to this form will be in chronological order and will be filed in the same sequence in support of the transactions for the fiscal year and retained for audit and subsequent reference purposes.

- B. Journal Voucher, Standard Form 1017-G. This form is used to summarize certain transactions for posting to the General Ledger. It is supported by the necessary documents, explanations, etc., to authenticate the transactions. Approval of these vouchers by the responsible officials is necessary and is required.
- C. Allotment Ledger. This form is designed to record obligations incurred, and expenditures accrued. The transactions relating to obligations incurred are posted currently to this record in order that the status of funds may be determined at any time. In addition to serving as the book of original entry for obligations incurred and liquidated, the Allotment Ledger also serves as a subsidiary ledger to the General

JUL 10 1952

VOL IV
PART IIADMINISTRATION
BUDGET AND FINANCE

CHAPTER 6

ACCOUNTING PROCEDURES

Section
601.03 D.

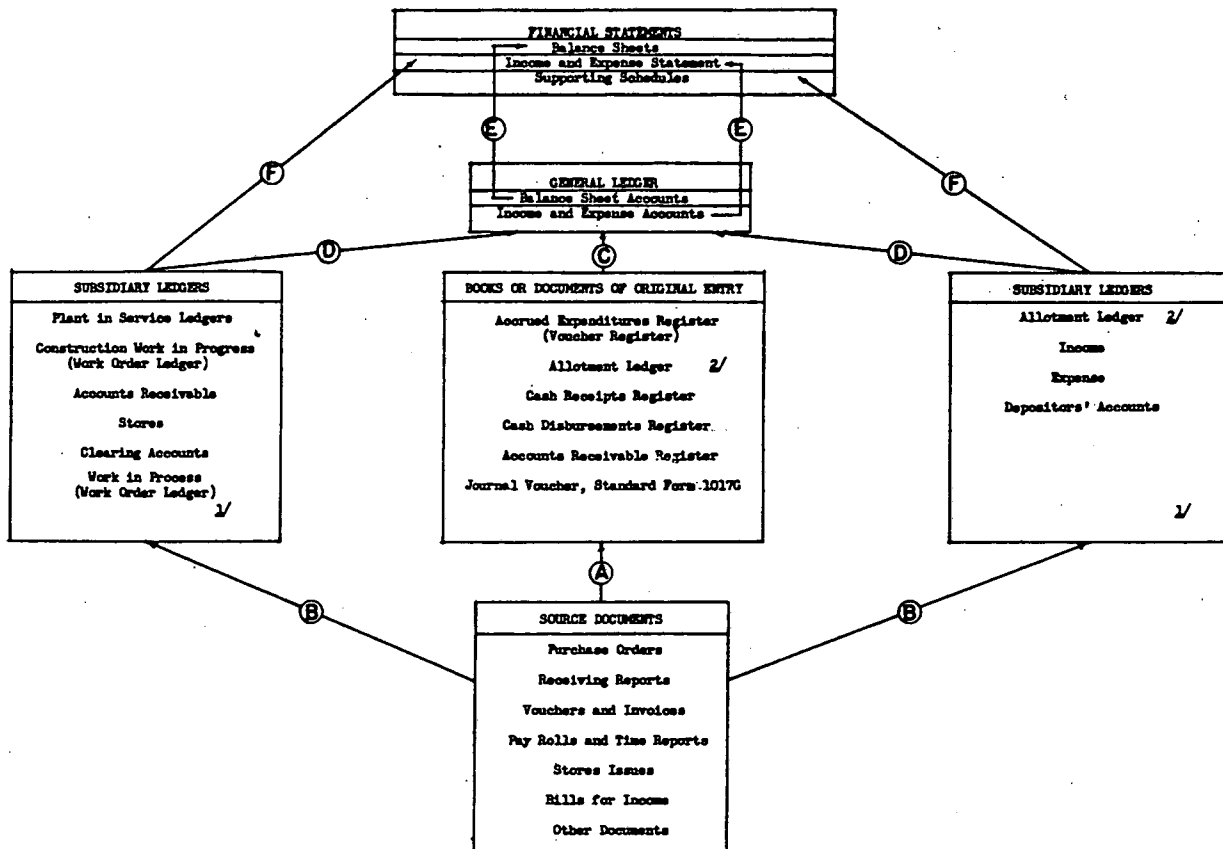
Ledger accounts for: (1) the unobligated balances of allotments (2) the unliquidated obligations, and (3) the expended appropriations for the current year. The use of this form is described in Section 605 of this Chapter, Appropriation and Allotment Accounting Procedures.

- D. Accounts Receivable Registers. These registers, Form 5-1024, 5-1025, and 5-1026, are designed for use by the Area or accounting offices to record bills rendered for repayments, cost adjustments and income. The use of these forms is described in Section 608 of this Chapter, Billing Procedures.
- E. Agency Bills Receivable Register. This register, Form 5-1038, is designed for use by agency or project offices where the individual accounts receivable are maintained, and is used to record bills rendered for repayments, and for income. The use of this form is described in Section 608 of this Chapter, Billing Procedures.
- F. Cash Receipts Registers. These registers, Forms 5-1015, 5-1016 and 5-1017, are designed for use by the Area or accounting offices to record all collections of revenues, repayments to appropriations, and deposit funds, etc. The use of the forms are described in Section 603 of this Chapter, Cash Accounting Procedures.
- G. Agency Cash Receipts Register. This register, Form 5-1039, is designed for use by Agency Offices to record all collections of revenues, repayments to appropriations, and deposit funds, etc. The use of this register is described in Section 603 of this Chapter, Cash Accounting Procedures.
- H. Cash Disbursements Registers. These registers, Forms 5-1021, 5-1022 and 5-1023, are designed for use by the Area or accounting offices to record all disbursements of appropriations and deposit funds. The use of the forms is described in Section 603 of this Chapter, Cash Accounting Procedures.
- I. Agency Cash Disbursement Register. This register, Form 5-1040, is designed for use by Agency Offices to record all disbursements of deposit funds. The use of the register is described in Section 603 of this Chapter, Cash Accounting Procedures.
- J. Other Books or Records of Original Entry. Other books of original entry may be prescribed where the flow of transactions justifies the need for summary posting or the accumulation of detail transactions.

JUL 10 1952

CHART SHOWING RELATIONSHIP OF DOCUMENTS TO BOOKS OF ORIGINAL ENTRY, LEDGERS, AND FINANCIAL STATEMENTS

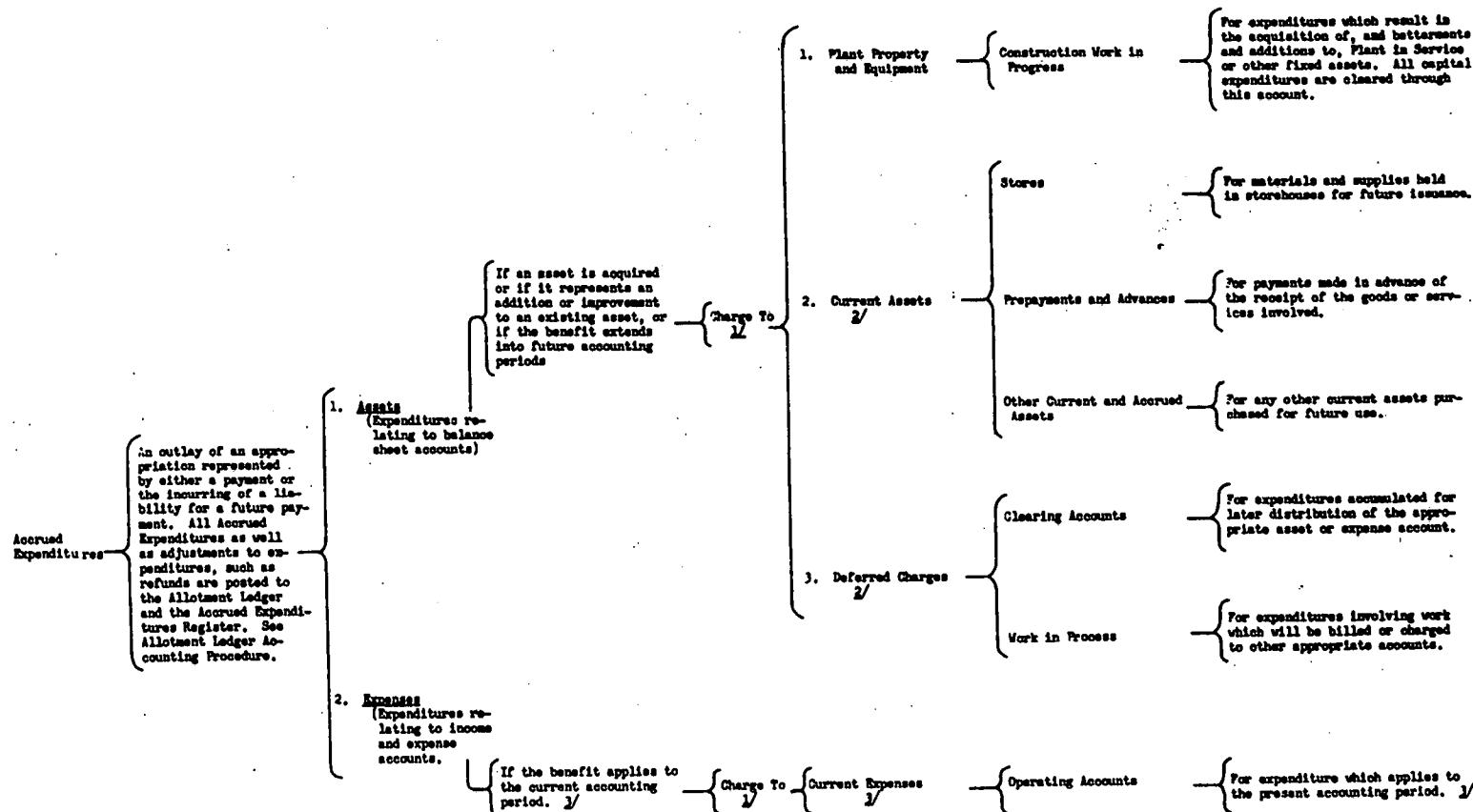
illus.



- A. Source documents are posted currently. Before posting, source documents are classified and marked to show the books of original entry, the Subsidiary Ledger, and General Ledger Accounts affected. (Coded). Source documents are generally posted individually to the books of original entry. Certain source documents are posted individually to the General Ledger or by Journal Voucher Summary.
- B. Source documents are posted individually or by summary of documents relating to particular accounts, to the Subsidiary Ledgers. This posting process is independent of the posting to the books of original entry and to the General Ledger.
- C. At the end of the month the totals of the Accrued Expenditures Register, the Allotment Ledger, and other books of original entry are posted to the General Ledger. Also at the end of the month adjusting entries are made by Journal Voucher in the General Ledger for prepaid or deferred items, depreciation, or replacement charges, or other adjustments.
- D. At the end of the month after all postings to the General Ledger for the month have been made, a Trial Balance of the General Ledger is taken. The total of the debit balance accounts must equal the total of the credit balance accounts. The totals of the subsidiary ledgers are checked against the balances of the related General Ledger Control Accounts. The total of each subsidiary ledger must equal the total of the related General Ledger controlling account.
- E. Principal financial statements are prepared from the Trial Balance. Some of the balance sheet titles represent a group of General Ledger accounts. Some of the decimal or secondary General Ledger accounts are used for preparing supporting schedules to the principal financial statements.
- F. The supporting schedules to the financial statements are generally prepared from the Subsidiary Ledgers, such as Construction Work in Progress (Work Order Ledger), must agree with related items on the principal financial statements.

1/ The subsidiary ledgers and source documents shown are for illustrative purposes. Other subsidiary ledgers and source documents are sometimes used.

2/ In the budgetary accounts, the Allotment Ledger serves as a book of original entry and as a subsidiary ledger for obligation transactions.



^{1/} The charges are distributed to the appropriate General Ledger Account by use of the Accrued Expenditures Register.

^{2/} As these assets are later used or applied, they will be charged to the appropriate asset accounts through General Ledger Account or to the applicable expense account.

^{3/} If the benefit applies to a prior year's accounting period, it shall be charged off as follows:

(a) Small amounts which do not materially distort the current year's operations should be charged to the current year's operations expense.

(b) Unusually large items should be charged to Results from Operations. These items should be identified on the financial statements as prior year's charges, and the nature of such charges should be explained.

CLASSIFICATION OF ACCRUED EXPENDITURES
TO GENERAL LEDGER ACCOUNTS

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IV	ADMINISTRATION	
PART II	BUDGET AND FINANCE	
CHAPTER 6	ACCOUNTING PROCEDURES	Section 603.02 Q.(2)(b)

The amount of repayments to appropriations shall be entered in column 5.

The amounts for available special fund receipts shall be entered in column 6. (They symbols for such receipt accounts range from 5000 to 5999. Available receipt accounts are announced by the Treasury Department.)

Columns 7 and 8 - Deposit Funds. Collection transactions involving deposit funds shall be entered in column 8 with applicable symbol in column 7. (Symbols for deposit funds range from 6000 to 6999.)

Columns 9 through 11 - Unavailable Receipts. In these columns there shall be entered collections of unavailable funds; that is, receipts which are for deposit to the general fund or special fund appropriations which are not appropriated or immediately available for expenditure.

The receipt symbol shall be shown in column 9.

Receipts for deposit into the general fund shall be recorded in column 10. (General fund receipt symbols range from 0001 to 3999.)

Collections of special fund receipts which are not available to the field office shall be entered in column 11. (Symbols for these funds range from 5000 to 5999.)

Columns 12 and 13 - Other. These columns shall be used for debits to any other accounts not provided for above.

Columns 14 through 20 - Accounts to be Credited. Credits to the applicable general ledger accounts shall be entered in columns 14 through 18. Credits to other general ledger accounts ~~such as cash sales where accounts receivable are not involved~~, shall be shown in column 20 with proper account number in column 19.

April 6, 1954

Monthly Closing. The net totals of each column of the Cash Receipts Register shall be computed at the end of each month. The net totals of each fund symbol shown in columns 4, 7, and 9 shall be computed by selective addition and entered on successive lines immediately following the columnar totals. A separate line shall be used for each fund to be debited. From the above summaries appropriate entries shall be made to the General Ledger Accounts.

(c) Form 5-1017, Cash Receipts Register - Trust Activities.

Column 1 - Date

Column 2 - Description. The name of the remitter shall be entered in this column. If an agency collects and deposits receipts, the name of the agency shall be shown.

Column 3 - Official Receipt. There shall be entered in this column the number of the receipt or other references, or the Certificate of Deposit number when deposits are made by an agency.

Columns 4 through 6 - Appropriated Funds. Collection transactions affecting appropriations to be deposited to the credit of disbursing officers and immediately available for expenditure shall be entered in these columns, including repayments to appropriations and certain available trust fund receipts.

The appropriation or receipt symbol of the account involved shall be shown in column 4.

The amount of repayments to appropriations shall be entered in column 5. The amounts of available trust fund receipts shall be entered in column 6. (The symbols for such receipt accounts range from 7000 to 8999. Available trust receipt account numbers are announced by the Treasury Department.)

Columns 7 through 9 - Deposit Funds. Collection transactions involving deposit funds shall be entered in column 8 (with Indian Service Special Disbursing Agents - Account 2012) and column 9 (with Disbursing Officers - Account 2014), with applicable symbol in column 7. (Symbols for deposit funds range from 6000 to 6999.)

April 6, 1954

Columns 10 and 11 - Unavailable Receipts. In column 10 there shall be entered the applicable symbol and in column 11 the collections of unavailable trust fund receipts; that is, receipts which are for deposit to the trust fund, and which are not appropriated or immediately available for expenditure. (Trust fund receipt symbols range from 7000 to 8999.)

Columns 12 and 13 - Other. These columns shall be used for debits to other accounts not provided for above.

Columns 14 through 22 - Accounts to be Credited. The credits to the applicable general ledger accounts shall be shown in columns 14 through 20. Credits to other general ledger accounts such as for cash sales where accounts receivable are not involved, shall be shown in column 22 with proper account number in column 21.

Monthly Closing. The net totals of each column of the Cash Receipts Register shall be computed at the end of each month. The net totals of each fund symbol shown in columns 4, 7 and 10 shall be computed by selective addition and entered on successive lines immediately below the columnar totals. A separate line shall be used for each fund to be debited. From the above summaries appropriate entries shall be made to the General Ledger Accounts.

April 6, 1954

ACCOUNTING PROCEDURES

~~3.~~ Disbursing. Disbursement of funds for the benefit of the various Bureau activities are processed through the accounts of five types of disbursing officers: 1. Regional Disbursing Officers of the Treasury; 2. Assistant Disbursing Officers of the Treasury; 3. Agent Cashiers; 4. Imprest Fund Cashiers; and 5. Indian Service Disbursing Agents.

Regional Disbursing Officers and Assistant Disbursing Officers disburse all the appropriated monies including trust appropriations, and all deposit funds, except 14X6039 - Individual Indian Money. Agent Cashiers and Imprest Fund Cashiers disburse funds initially advanced by a Regional Disbursing Officer and have their individual funds replenished by charges against benefiting Bureau appropriations. The Indian Service Disbursing Agents disburse only funds collected and deposited to the credit of a Disbursing Station in an official funded checking account.

A. Availability of Disbursing Funds.

(1) Derivation and Nature of Funds Available for Disbursement. When appropriations of general or revolving funds are made available, the Bureau is informed by an appropriation warrant or advice thereof. Based upon such warranted information, funds are placed directly to the credit of the Funding Officer (Chief Disbursing Officer) who in turn advances credit for blanket checking authority to the Treasury Regional Disbursing Officers based upon their individual needs as indicated by experience. Pursuant to Treasury Department Circular No. 926 Revised, dated May 10, 1955 and promulgated under Treasury Department - General Accounting Office, Joint Regulation No. 4 of June 30, 1953, accountability and responsibility for determining sufficiency of balances of funds prior to disbursement was transferred from Treasury Regional Disbursing Officers to accounting stations of administrative agencies to and for whom such appropriations were made. Therefore, Statements of Transactions (Standard Forms 1220) reflect only transactions by fund without opening and closing balances due the United States.

~~Tribal Trust funds are handled differently than public funds.~~ Principal accounts earn interest from the time

ACCOUNTING PROCEDURES

they are credited in the U. S. Treasury, either receipt account or appropriation account, until such time as they are requisitioned by the Bureau from the appropriation account into the account of the Funding Officer, provided the minimum balance is maintained. Trust fund revenues which are deposited to trust fund receipt accounts are accumulated in the receipt account and appropriated by warrant action (once a month) to a corresponding appropriation account parenthetically suffixed with the numerical designation "900" which indicates that the balance therein is available for requisition into the Funding Officer's account for expenditures.

- (2) Request for Transfer of Funds. No formal request is necessary for transfer of general, special and revolving funds from the Chief Disbursing Officer to Regional Disbursing Officers. This is accomplished through the credit advanced for checking authority. Disbursing funds are accounted for by individual accounting stations of the Bureau, establishing (or withdrawing) credit by Advice of Allotment (Form 5-750) or Journal Voucher (S.F. 1017G) as official media of transfer and notification.

Allotments of trust fund (principal accounts) appropriations are supported by the Bureau's Central Office action in requesting, via S.F. 1017G, that such specified amounts of individual funds be transferred from the suffixed (900) account in the Treasury to the expenditure account maintained by the Funding Officer. Notification to accounting stations concerned is accomplished by Advice of Allotment (Form 5-750).

- (3) Return of Disbursing Funds-Bureau Accounting. Disbursing funds are returned to the Central Office fund control via Advices of Allotment (withdrawal action) or Journal Vouchers simultaneously with the return of unobligated balances without Treasury action inasmuch as the amount initially allotted to field accounting stations was effected without such action. Balances of principal trust funds returned are

ACCOUNTING PROCEDURES

transferred to the Treasury account upon request of the Bureau's Central Office in order that such trust funds may accrue interest earnings.

- (4) Annual Withdrawal of Unobligated Balances. Unless statutory provisions permit the retention of unobligated balances of appropriated funds, unobligated balances (including balances accruing to general fund appropriations held in field accounts as unallotted) of appropriations available for obligation for a definite period shall be withdrawn at the expiration of the period of availability pursuant to 31 U.S.C. 701-708 and in accordance with 7 GAO 2070. The unobligated balance subject to withdrawal is the amount of the unexpended balance less the net obligated balance, considering both types of repayment receivables. Accounts receivable billed as repayments to an appropriation are to be recognized by each accounting station in determinations of the unobligated balance subject to withdrawal from the accounts of the respective stations. In cases where the amounts of accounts receivable to an appropriation are less than the gross unpaid obligations, the entire unobligated balance shall be withdrawn. When the amounts of accounts receivable are greater than the gross unpaid obligations, only the portion of the unobligated balance represented by unexpended cash shall be withdrawn with the remainder of the unobligated balance retained in the accounts of the accounting station maintaining the related receivables. The amounts withdrawn and retained shall be reported in columns (4) and (10), respectively, of the report rendered each June 30 pursuant to section 1311 of Public Law 663, approved August 26, 1954 (31 U.S.C. 200). The amounts reported in column (10) resulting from repayment receivables exceeding gross unpaid obligations shall be footnoted as "Unobligated-Unavailable." These reports are due in the Central Office no later than July 20 of the following fiscal year and shall be accompanied by a copy of the Journal Voucher (Standard Form 1017G) designed to effect withdrawal from field accounts of the amounts reported in column (4). The withdrawal action shall also be

ACCOUNTING PROCEDURES

reflected on Line 1.A of the Standard Form 133 related to general funds prepared for the period ended each June 30.

- (a) Expired Annual Appropriations. When each appropriation derived in whole or in part from the General Fund and available for obligation during a definite period reaches the expiration of that availability, the unobligated balance shall be withdrawn in the manner and to the extent indicated above. Also, any unobligated balances accruing to appropriation accounts which have previously expired but have not lapsed shall be withdrawn simultaneously to the same extent.
- (b) No-Year General Fund Appropriations. Whenever the purposes for which a no-year appropriation derived in whole or in part from the General Fund have been fulfilled, or in any event whenever disbursements have not been made against such an appropriation for two full consecutive fiscal years, the unobligated balance shall be withdrawn.
- (c) Available Receipt Funds. The June 30 balances of those funds designated as "Available" under Joint Regulation No. 3, dated June 12, 1951, as amended December 21, 1951, remaining unobligated shall be returned to an unallotted status for future programming. The transfer shall be effected by Journal Voucher (Standard Form 1017G) as of June 30.
- (d) Tribal Trust Funds. The June 30 balances of appropriated tribal trust funds remaining unobligated under Permanent (2651) and Indefinite (2653) authorizations shall be retained in GL 2200.2 under the original authority. The June 30 unobligated balances of Annual (2652) authorizations, however, shall be returned to an unallotted status for reprogramming in subsequent fiscal years. Adjustment of affected accounts shall be by Journal Voucher, which posting media shall be designed to effect

ACCOUNTING PROCEDURES

withdrawal action in accordance with Pro-forma entry No. (3) under 42 IAM 5.2.5C. Copies of such documents are to be provided the Central Office for posting to affected control accounts and to be used as a basis for advising the Treasury Department of balances available for transfer to an interest-bearing account, where the requirements for such benefits are met. The status of tribal trust funds is not to be included on the Section 1311 report unless requested.

- (e) "M" Accounts. The June 30 unobligated balances of successor funds into which the obligated balances of lapsed appropriations have been merged shall be withdrawn in the same manner as the unobligated balances of appropriations expired but not merged. Though "M" accounts are initially funded to the extent of net obligated balances, unobligated balances may accrue during a fiscal year as a result of payments in amounts less than obligated, deposit of collections creditable to a lapsed appropriation, deobligation of items for which payment would be barred by the Statute of Limitations; etc. Each "M" account shall be analyzed prior to reporting under Section 1311 of the afore-cited Act and single items of less than \$1.00, both receivables and payables, shall be written off and deobligated in order to establish the unobligated balance available for withdrawal.
- (5) Restoration of Balances Withdrawn. The Act of July 25, 1956, Public Law 798, 84th Congress (31 U.S.C. 701-708) provides that under certain conditions unobligated balances previously withdrawn may be restored to liquidate obligations and effect adjustments. Prior to restoration action, a report must be made to the Bureau of the Budget, the Comptroller General, the Speaker of the House of Representatives, and the President of the Senate. A facsimile of the format prescribed for this purpose by the Bureau of the Budget is appended to this section. A copy of the

ACCOUNTING PROCEDURES

prescribed restoration report and justification shall be provided for each "plus" item appearing in column (4) of the 1311 report to explain the necessity for restoration. Inasmuch as Bureau accounting is decentralized, field stations shall effect year-end restorations by appropriate entries on the withdrawal journal voucher, which shall be provided in duplicate where restorations are involved; one copy to be used as a posting medium to the Central Office Control Accounts and the other to be returned approved or modified as circumstances may require. Year-end restorations so effected shall be subject to final approval, such approval being contingent upon the balance of the fund involved available for restoration at the Bureau level.

- (a) Limitations. Restorations are limited to amounts allowable under the tests and formulae set forth in 7 GAO 2075.20b.
- (b) Timing of Restorations. Accounting stations may pay legally incurred obligations in amounts in excess of amounts established for liquidation so long as the unexpended balances of affected appropriations and successor (M) funds are adequate to cover immediate disbursing needs. At any time prior to the close of a fiscal year if additional funds are needed for disbursement, requests for allotment shall be submitted and the necessary funds will be made available to the accounting station by allotment action, to the extent that funds of allotment activities and other accounts affected are unobligated and available at the Bureau level. Restorations to the control accounts shall be accomplished at the Central Office level pursuant to 7 GAO 2075.
- (6) Interim Adjustment of Accounts. Accounting stations shall review the unobligated balance status of all appropriation accounts which have expired for obligational purposes, including merged successor fund accounts, each December 31 and March 31. Based upon such review analyses, Application for Allotment

ACCOUNTING PROCEDURES

or Change in Allotment (Form 5-755) shall be submitted to the Central Office to effect return of unobligated balances accruing to activity or fund accounts or cover budgetary deficits resulting from liquidation of obligations in excess of amounts previously established and reported. Separate requests shall be submitted for each appropriation or fund with the requested action in relation to each affected allotment activity reflected thereon. For items requiring additional funds to cover budgetary deficits, adequate justification shall be provided in relation to each activity or fund account to support restoration action at the Bureau level, if such action becomes necessary. To the extent that funds are available in the Bureau or subject to restoration at the Bureau level, Advices of Allotment (Forms 5-750) will be issued in relation to the requests submitted. Unobligated balances resulting from receivables in excess of gross payables shall not be included on the adjustment requests.

- (7) Transfer of Obligated Balances to "M" Accounts. The obligated balances of lapsing appropriations shall be transferred in accounts to appropriate successor "M" accounts on June 30 of the second full fiscal year after the appropriation has expired for obligation. The transfers in field accounts shall be effected by journal voucher and the amounts transferred under GL 1031 shall be the net obligated balance, i.e., gross accounts payable less repayment receivables creditable to the appropriation. Such amounts of disbursing cash transferred shall coincide with the amounts reported in column (3) of the Section 1311 report. The amounts transferred under GL's 1036 and 1222 shall be in the gross amounts of receivables and payables, respectively.

- (8) Central Office Functions. Pursuant to the requirement of 7 GAO 2075.80 that each agency shall be responsible for maintaining a cumulative record of the withdrawals and restorations of unobligated balances, the Central Office shall maintain such accounts under 42 IAM 5.2.2B. Upon receipt of journal vouchers from the accounting stations

ACCOUNTING PROCEDURES

effecting year-end withdrawal and restoration action, appropriate entries shall be made to the accounts from which such funds were originally allotted using the field journal vouchers as posting media. Upon submission of the consolidated Bureau report rendered pursuant to Section 1311 of the Supplemental Appropriation Act, 1955, Public Law 663, approved August 26, 1954, such reports shall constitute the authority to transfer the unobligated balances from Appropriated Funds with Funding Officer-Holding (GL 1) and Unallotted Appropriations (GL 8) to accounts maintained to reflect Appropriated Funds Withdrawn (GL 6) and Unobligated Appropriation Balances Withdrawn (GL 10).

In connection with interim adjustments of activity accounts, the allotment action documentation provided for under 42 IAM 6.3.3A(6) shall be posted to GL's 1 and 8, as appropriate to the action taken. The Central Office being the only location at which the amounts subject to restoration is known, allotments to cover budgetary deficits shall continue to be posted to these accounts to the extent that GL's 6 and 10 reflect applicable balances subject to restoration. Restoration action, however, may be deferred until the year-end, at the discretion of the Central Office.